

THE CITY OF SALISBURY
HUMAN RESOURCES DEPARTMENT
City Office Building
132 North Main Street, 2nd Floor
P. O. Box 479
Salisbury, NC 28145-0479



EMPLOYMENT OPPORTUNITIES

Account Clerk

Your Career, Your Community

As an Account Clerk in the City of Salisbury, you can make a difference! The Financial Services Department is seeking a motivated candidate who will perform responsibilities in a computerized environment. Main duties include, but are not limited to, processing accounts payable invoices for payment to vendors on a weekly basis; preparing monthly sales and use tax reports; maintaining vendor files, responding to questions from vendors, preparing end-of-year vendor tax reporting, and assisting with the processing of the City's bi-weekly payroll. Join our team for a rewarding career that includes many benefits such as: 401K, Wellness Clinic, Insurance and more.

Minimum Requirements:

- High School diploma or equivalent required
- Education in accounting, clerical duties, or related field is desirable
- Experience in processing accounts payable preferred
- Experience in processing payroll and quarterly tax reports preferred
- Experience using computers, basic mathematical and 10-key calculators
- Must be able to perform job with limited supervision

Closing Date: December 22, 2014
Salary range: \$25,538.35 - \$36,602.84

Please apply online at www.salisburync.gov/hr

For questions please call/visit:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2nd Floor. Phone: (704) 638-5217.

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.

The City of Salisbury is a Drug Free Workplace
Job Opportunities Hotline: (704) 638-5355